CITY OF
# SAN JOSÉ
## CAPITAL OF SILICON VALLEY

*News Release*

*Office of the City Manager*

# City Staff Begin Move to New City Hall
### *Phone numbers of many key City services to change*

**San José** – Starting the week of June 13 and continuing through August 22, 2005, nearly 1,700 City of San José employees will move from 10 different locations around the City into the new City Hall complex. Due to the number of employees involved, the move has been broken down by service area. The relocation to the new City Hall brings a new address and new phone numbers for those departments moving to the new facility. Below is a listing of each City workgroup's first official day in the new City Hall, their location in the facility and their new phone number. All phone numbers are area code 408.

| Department Name | First Day in the New City Hall | Location & Floor # | New Phone Number* |
|---|---|---|---|
| Information Technology | June 13, 2005 | Tower- 11 Wing- 3 | 535-3565 |
| Transportation | June 20, 2005 | Tower- 7, 8 | 535-3850 |
| Public Works | June 27, 2005 | Tower- 5, 6, 7 | 535-8300 |
| City Auditor | July 5, 2005 | Wing- 3 | 535-1250 |
| Environmental Services | July 5, 2005 | Tower- 10 | 535-8550 |
| Housing | July 5, 2005 | Tower- 12 | 535-3860 |
| City Attorney | July 11, 2005 | Tower- 15, 16 | 535-1900 |
| Parks, Recreation & Neighborhood Services | July 11, 2005 | Tower- 9 | 535-3570 |
| City Clerk | July 18, 2005 | Wing- 2 | 535-1260 |
| Mayor and City Council Offices | July 18, 2005 | Tower- 18 | Mayor: 535-4800 Council: 535-4900 |
| City Manager's Office | July 18, 2005 | Tower- 17 | 535-8100 |
| Economic Development | July 18, 2005 | Tower- 17 | 535-8181 |
| Finance –Accounts Payable and Receivable, Payroll, Debt and Risk Management | July 25, 2005 | Tower- 4, 13 | 535-7000 |
| Employee Services | July 25, 2005 | Wing- 2 | 535-1285 Job Hotline: 535-6800 |

*Table continued*

| Department Name | First Day in the New City Hall | Location & Floor # | New Phone Number* |
|---|---|---|---|
| Redevelopment Agency | August 8, 2005 | Tower- 14 | 535-8500 |
| Building (Development Services) - Permits, Plan Checks, etc. | August 15, 2005 | Tower- 1, 2, 3 | 535-3555 |
| Fire Prevention (Development Services) | August 15, 2005 | Tower- 1, 2, 3 | 535-3555 |
| Finance - Business Tax License, Revenue Collection, and Cashiering | August 15, 2005 | Tower- 1, 4,13 | 535-7055 |
| Economic Development – Business Assistance | August 15, 2005 | Tower- 1 | 535-3500 |
| Customer Service Call Center | August 15, 2005 | Tower- 4 | 535-3500 |
| Public Works (Development Services) | August 22, 2005 | Tower- 1, 2, 3 | 535-3555 |
| Planning | August 22, 2005 | Tower- 3 | 535-3555 |
| Recycle Plus Call Center | August 22, 2005 | Tower- 4 | 535-3515 |
| Finance – Purchasing | August 22, 2005 | Tower- 13 | 535-7050 |

*\* Please note some new phone numbers may not be active until that department has moved into the new City Hall. However, the Customer Service Call Center phone number, (408) 535-3500 is available now.*

In the days leading up to each move, it may be difficult to reach City staff, so residents are asked to please be patient. It is also important to note that some departments have multiple move dates, so it is always best for residents to call before accessing City services.

The new City Hall is located at 200 East Santa Clara Street, between 4th and 6th Streets in downtown San José. Validated parking in the on-site, underground parking garage, is available for people conducting City business beginning Monday, June 20. The garage is accessible from 6th Street. Visitors will need to bring their parking ticket with them into the building for validation.

The first City Council meeting to be held at the new City Hall will be on August 9, 2005. The glass-domed Rotunda, which is the last piece completing the project, is expected to open in October 2005, and a Community Celebration will follow on October 15, 2005. Tours of the new City Hall complex will be available starting in the fall.

Questions on how to reach a specific program, department or staff person can be directed to the Customer Service Call Center at (408) 535-3500, and updated information can be found on the web at http://www.sanjoseca.gov/newCityHall/.

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